



## Continuing Education Policy

In conjunction with Dane County Parent Council's Staff Development Plan, and as required by Wisconsin Day Care Licensing Regulations, staff must complete at least a minimum number of continuing education hours within each training year. The training year is defined as the calendar year, January 1st through December 31st.

### Continuing Education Requirements

1. Each Administrator (Executive Director, Associate Director, Child Development Director, Zero to Three Director, and Program Manager,) teacher (Teacher, Site Director, Home Visitation Teacher, and Child Care Teacher,) assistant (Teacher Assistant, Associate Teacher, Apprentice Teacher, Teacher Aide Trainee, and Center Aide) and Family Outreach Worker who works more than 20 hours per week shall complete at least 25 hours of continuing education each year.  
(DHFS 46.05 (2)(c.)) Staff who work 20 hours or less per week shall complete at least 15 hours of continuing education annually.
2. Continuing education hours which are obtained through credit courses resulting in a transcript may be used to meet the continuing education requirement during the year in which the hours are earned and for the following 2 years.
3. Assistant childcare teachers who are currently enrolled in their first entry-level course (Assistant Child Care Teacher) are not required to earn additional continuing education hours for that calendar year.
4. Types of training acceptable to meet continuing education requirements shall be limited to:
  - a. Formal courses resulting in credits or continuing education units.
  - b. Workshops, conferences, seminars, lectures, correspondence courses, and home study courses.
  - c. Training offered by the day care center through the use of guest or staff trainers.
  - d. Documented observation time in other early childhood programs.
5. Continuing education experiences may be in the areas of early childhood education, child development, child guidance, health, first aid, cardiopulmonary resuscitation (CPR,) nutrition as it pertains to child development, supervision of staff, business or administrative aspects of the operation of a child care center, and communication skills.
6. All other agency employees shall participate in All-Staff training and other training as assigned. Nutrition Service Providers shall also participate in training at least 4 hours annually in the areas of kitchen sanitation, food handling and nutrition. Transportation Specialists will participate in at least 4 hours of specialized training per year topics will include defensive driving, first aid, safety procedures and child guidance.

### Responsibility

Though the Agency will make attempts to provide the minimal of continuing education hours required through staff training and task forces, it is the **employee's responsibility** to ensure that he/she has obtained the required hours and met the requirements of this policy, including documentation of said training. Center staff are encouraged to take advantage of free or low cost training outside the Agency as well. The Agency may assist with these costs in accordance with the Staff Development Plan and Education Payment Policy. Outside Agency training during work hours may be approved if staff coverage is maintained.

### Documentation

The Continuing Education Staff Record form is used to record each individual staff's continuing education hours. **The staff person is responsible for this documentation.** The Record is to be maintained ON-SITE in a folder accessible to the Day Care Licensing Specialist and then submitted with his/her last time sheet in May and December of each year to be permanently filed in the personnel file.

Staff should attach a copy of any certificates or agendas received to the Continuing Education Staff Record and submit these to the personnel file with this form as assigned in May and December of each year. Retain the original copy for your personal records.

Documentation: Continuing Education Staff Record, Staff Development Request